



BSO Tutorial for Tax Year 2003 – Text-Only Version

Submit a Wage File

Contains the following lesson:

- [Submit W-2 Wage Files](#)

Lesson 1: Submit a W-2 Wage File

Follow the instructions below to submit a W-2 wage file to the Social Security Administration. Please refer to the Business Services Online User Handbook for Tax Year 2003 for additional information on preparing Magnetic Media Reporting and Electronic Filing (MMREF) formatted data files.

- Step 1: Point your browser to the Business Services Online Welcome page:
www.socialsecurity.gov/bsowelcome.htm.
- Step 2: Select the Login link on the Business Services Online Welcome page. The system displays the BSO - Privacy Policy Statement page.
- Step 3: Select the I Accept button (located at the bottom of the page) after reading the conditions defined on the BSO - Privacy Policy Statement page. The system displays the Business Services Online Login page.
- Step 4: Enter your PIN and password.
- Step 5: Select the Login button to display the main menu. The system displays the BSO Home Page. (To return to the BSO Welcome page, select the Cancel button.)
- Step 6: Select the Submit a W-2 Wage File link. The system displays the File Details Page.
- Step 7: Select the type of file that you are submitting from the File Type drop down list. The File Type options are New Submission, Resubmission, and Test.
- Step 8: Enter the appropriate WFID and Receipt Year only if you received a resubmission notice from SSA and are resubmitting a wage file.
- Step 9: Select Yes or No to answer the question 'Is this a reconciliation file?'.
- Step 10: Select the Continue button. The system displays the File Submission page.

Step 11: Type the name of the file you wish to submit or select the Browse button to select the file.

TIP: Submit Time is a counter that displays the upload processing time. To reduce the time to upload a file, SSA recommends that you compress wage files prior to submitting them by using PKZip, WinZip, or any PKZip-compatible software. The counter will only work if JavaScript is enabled and you are using Internet Explorer as your Internet browser.

NOTE: W-2 wage files may contain multiple wage reports, but do not compress more than one file together.

Step 12: Select the Submit File Now button. The system displays a pop-up window confirming that the upload was completed.

Step 13: Select the OK button to close the pop-up window. The system displays the Print pop-up window. (To skip printing the acknowledgement, select the Cancel button.)

Step 14: Select the Print button to print the receipt. The system displays the File Receipt Acknowledgement page.

Step 15: Select the BSO Home button to return to the BSO Home Page.